

REASSESSMENT COORDINATOR

Grade: 35

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs difficult technical work planning, organizing and directing reassessment functions and regulatory compliance; does related work as required. Work is performed under limited supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing, directing and supervising the Reassessment program. Monitoring regulatory compliance; preparing and maintaining records and reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Researches, evaluates and selects appraisal firm.
- Interprets, applies, explains and ensures compliance with all federal, state and local policies, procedures, rules, regulations, laws and standards; initiates any actions necessary to correct deviations or violations.
- Researches, plans, develops and implements departmental policies and procedures
- Authorizes and coordinates assessment notice printing and mailing in conjunction with the Board of Assessor's and Commissioner of Revenue's Office.
- Responds to questions or complaints related to department operations or personnel; researches problems and initiates problem resolution; provides resolution of complex problems beyond the capability or authority of subordinate staff.
- Serves as liaison between the appraisal firm and County Departments.
- Provides and coordinates technical support.
- Serves as contact person and coordinator regarding all third party vendor software program procedures, software maintenance and system modifications.
- Oversees maintenance of department files/records; ensures maintenance of documentation/records per established guidelines governing records retention.
- Attends meetings, serves on committees and makes speeches or presentations as needed.
- Prepares department budget; administers approved budget and monitors expenditures.
- Assists in the development and implementation of long/short term plans, goals and objectives for the department and its programs.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of project management or contract management skills; some knowledge of methods and techniques of real property assessment thorough knowledge of the state laws and County ordinances relating to real property assessment; ability to communicate ideas in both oral and written forms; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business administration, accounting or related field and extensive tax administration experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.